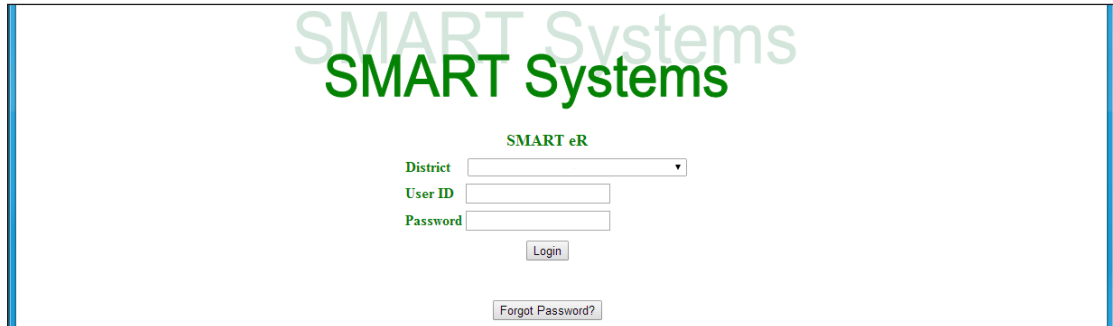


SMART Systems & xpress

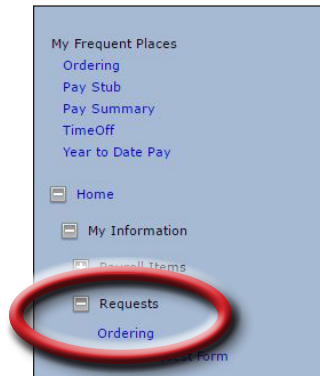
Ordering through SMART eR

1. Access SMART eR and log in.



The login form for SMART eR is displayed. It features the SMART Systems logo at the top. Below the logo, there is a dropdown menu for 'District', followed by input fields for 'User ID' and 'Password'. A 'Login' button is positioned below the password field, and a 'Forgot Password?' link is located at the bottom right of the form.

2. In the left column, under **Requests**, click on **Ordering**.



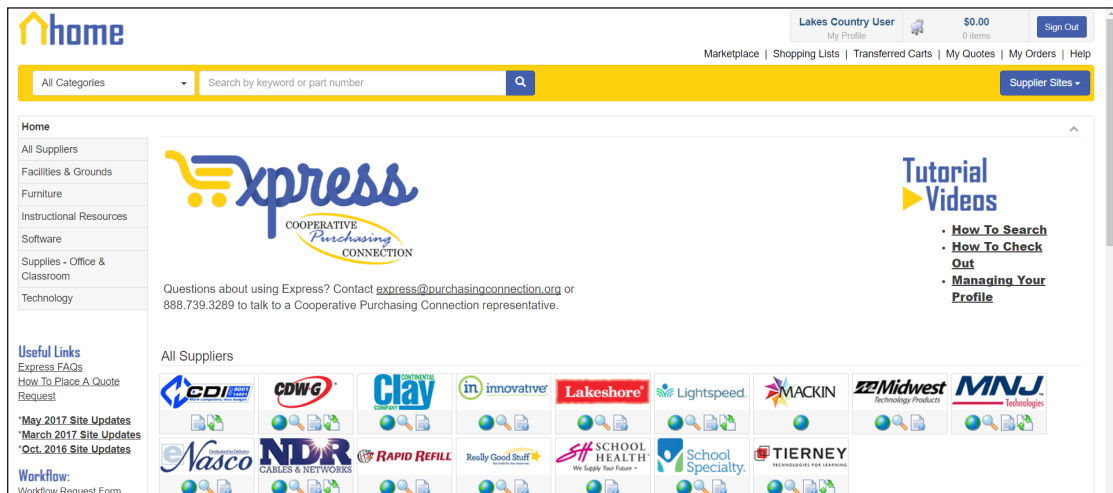
3. Click on Shop Express – Purchasing Site. This will take you to the Express website. You will return to SMARTeR at checkout.



Note: The Express website is a pop up. The first time you click Shop, you might be notified that a pop up was blocked. Change the settings of your web browser to allow pop ups from the SMARTeR website.

4. Create your order in Express.

Note: Both Express and SMART log you out after 30 minutes of inactivity. To ensure you don't lose your items, add them to a shopping list. The next time you log in, you will be able to access the items from your shopping list.



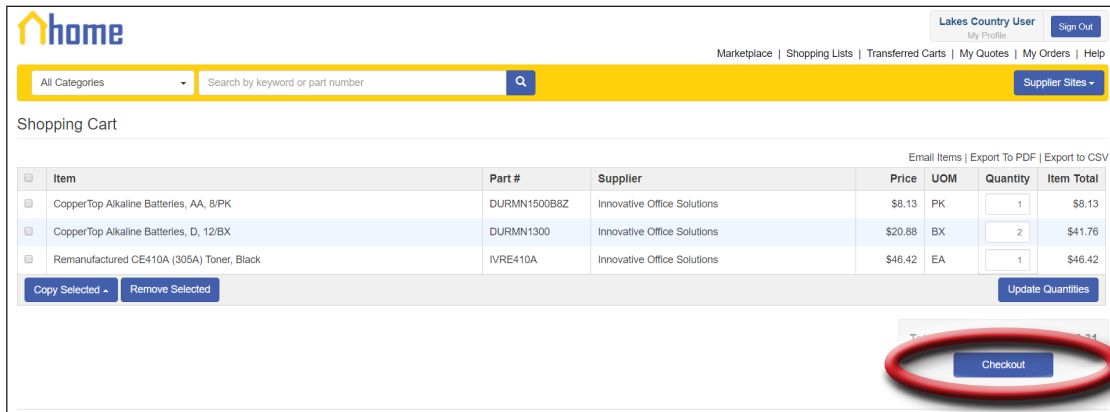
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From our FAQ – Why should I use a Shopping List?

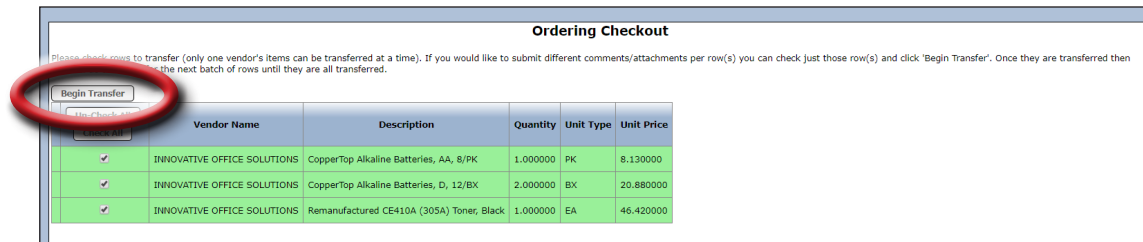
To simplify your ordering process, we suggest creating Shopping Lists. Check the small gray box to the left of the item you wish to purchase and then select a Shopping List from the drop-down menu to the right of the Add to Cart button. Shopping lists will be saved until you choose to delete them. They store your frequently purchased items so the next time you need to order, you simply select the items from the shopping list instead of searching for them again. Your Shopping Lists are stored on the top upper right of your screen.

To save your shopping cart to a list, check the gray boxes next to the desired items and then click the Copy Selected button. Then you can choose to create a new shopping list or add the items to an existing shopping list.

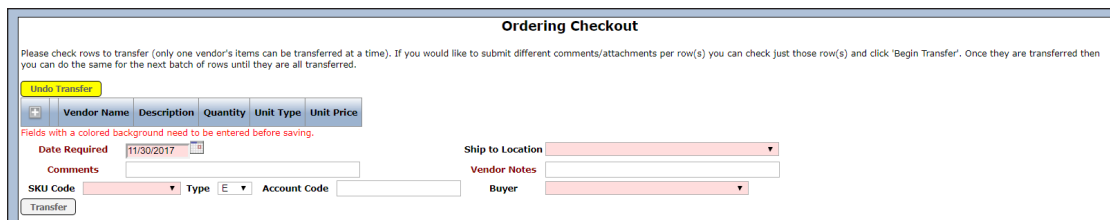
5. When your order is ready to be placed, go to your shopping cart and click **Checkout**. This will take you and your order back to SMART eR.



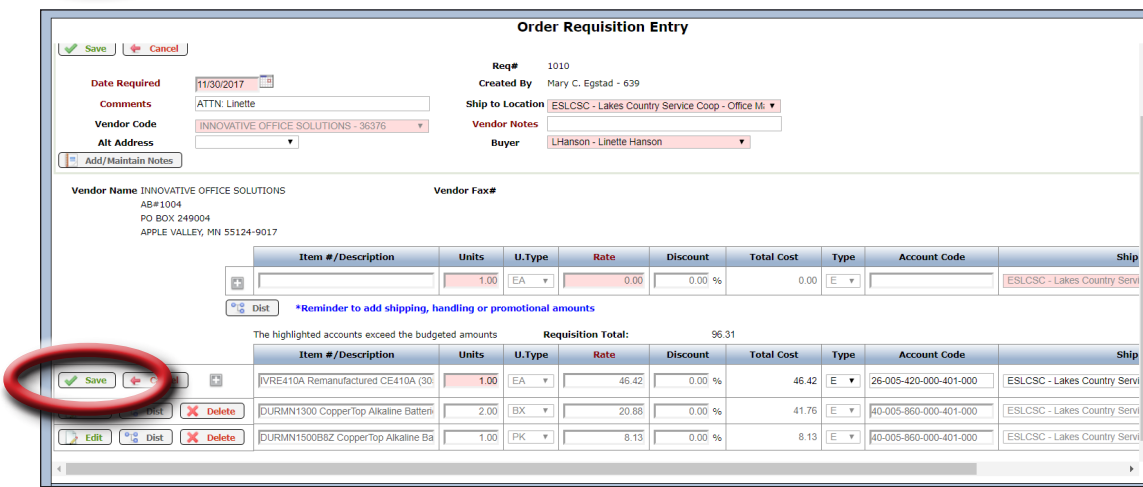
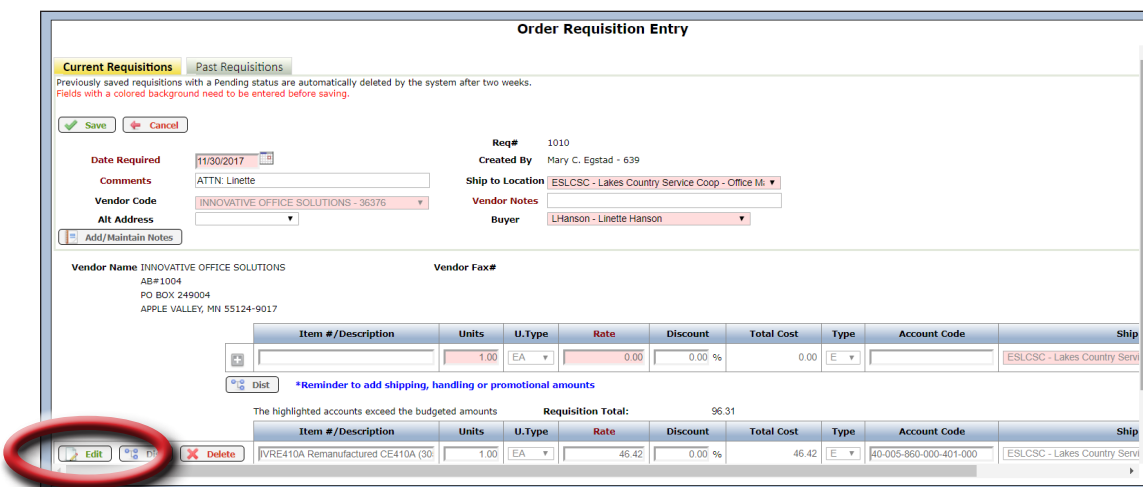
6. Check the boxes for the items you wish to transfer to a PO and click **Begin Transfer**.



7. Fill in the required blanks and click **Transfer**. The Comments will appear on the mailing label and packing slip.



8. Verify the order information and edit account codes for individual items, if needed.



Continued on next page

9. Then click **Save**.

Order Requisition Entry

Req# 1010
 Created By Mary C. Egstad - 639
 Ship to Location ESLCSC - Lakes Country Service Coop - Office M...
 Vendor Notes
 Buyer LHanson - Linette Hanson

Vendor Name INNOVATIVE OFFICE SOLUTIONS
 Vendor Fax#
 AB#1004
 PO BOX 249004
 APPLE VALLEY, MN 55124-9017

Item #/Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	Ship
	1.00	EA	0.00	0.00 %	0.00	E		ESLCSC - Lakes Country Servi
*Reminder to add shipping, handling or promotional amounts								
The highlighted accounts exceed the budgeted amounts					Requisition Total:	96.31		
Item #/Description	Units	U.Type	Rate	Discount	Total Cost	Type	Account Code	Ship
JVRE410A Remanufactured CE410A (30	1.00	EA	46.42	0.00 %	46.42	E	66-005-420-000-401-000	ESLCSC - Lakes Country Servi
JURMN1300 CopperTop Alkaline Batter	2.00	BX	20.88	0.00 %	41.76	E	60-005-860-000-401-000	ESLCSC - Lakes Country Servi
JURMN1500B8Z CopperTop Alkaline Ba	1.00	PK	8.13	0.00 %	8.13	E	60-005-860-000-401-000	ESLCSC - Lakes Country Servi

10. Click **Route** to forward your order for approval. A pop-up window will ask if you are sure you want to route the requisition, click **OK** to proceed or **Cancel** to edit.

Order Requisition Entry

Current Requisitions Past Requisitions
 Previously saved requisitions with a Pending status are automatically deleted by the system after two weeks.

Add New

Req #	Vendor Name	Created By	Required	Status	Type
1010	INNOVATIVE OFFICE SOLUTIONS	Mary C. Egstad - 639	11/30/2017	Pending	WE

Route

www.region1.k12.mn.us says:
 You are about to route this requisition and will be unable to edit this requisition again.

OK Cancel

The next guide, How To Transfer a Web Order from SMARTeR, starts with a SMART Systems PO Admin logging into SMARTeR and going to Responsibilities > Order Requisition Transfer.

Fun Feature: Shopping carts checked out to SMART can be restored in the marketplace for 48 hours after checkout.

- A “Restore Last Cart” link will be displayed on the top-left of the shopping cart page.
- Restoring the last cart will display the last cart that was checked out so that it may be checked out again for use if the shopping cart was lost in the finance system.

Shopping Cart

Restore Last Cart

Email Items | Export To PDF | Export to CSV

Item	Part #	Supplier	Price	UOM	Quantity	Item Total	
There are no items in your cart							
Item Name	Part #	Supplier	Price	Currency	UOM	Quantity	Total
		Staples		USD	Each (EA)	1	

Add Item

Total: 0.00 USD